ACTIVITY

## RPMAT RECORD REVIEW TICKLER WORKSHEET

XX

## Has the reserve activity notified the NAVRESRECOM, NAVAIRESCEN, NAS, or NAF of the NPQ member and gained the member to records How many members are not physically qualified(NPQ)? (Mbrs physically disqualified over 6 months) Ref: BUPERSINST 1001.39C CH-2/COMNAVRESFORINST 1001.5C CH-1 (222)

Are the service, health and dental records still maintained at this reserve activity? Do you have any NPQ members with less than 6 months remaining on their enlistment? (If yes, look for a NAVPERS 1070/613)?

Are officer and enlisted members notified in writing on a NAVPERS 1070/613 that their SGLI coverage is affected while in Record Review Are you forwarding above NAVPERS 1070/613 entry via certified mail to NPQ members and if they don't respond, are they processed for discharge?

Are Records Review members being monitored at least monthly and "status changes" reported to the Echelon IV command?

Do you have any members in Records Review for a period exceeding twelve months? (if over 12 mos member should have a Physical Evaluation

## RETIREMENT TICKLER WORKSHEET

XX

Once retirement authorization is received, is the admin clerk processing NAVPERS 1070/613 in accordance with MILPERSMAN 5030420? Is retiree service record closed (with a copy of the retirement-authorization inclosed) and record forward to NRPC. Is NRA canceling all retiree orders to a drilling unit and transferring retiree out of RSTARS on the day preceding the requested retirement date? Transfer member out of RSTARS even if members orders have not been received from NRPC (per BUPERSINST 1001.39B, paragraph 2015-5a) Are retirement request letters from the member to NRPC (via unit & NRA CO) processed between 6 and 12 months prior to retirement date? Ref: BUPERSINST 1001.39C CH-20

COMMENTS:

ACTIVITY  SERVICE RECORD REQUESTS  Ref: BUPERSINST 1001.39C	N/Y
Has record been received within 60 days of RSTARS transmission gain date?	-
Has NRPC(N3) been contacted by phone to retrieve a record if not received after 60 days?	
Contact numbers: If last two of SSN# is 00-49 DSN: 678-5891/93 50-99 678-5896/97	
Comm: (504)678-xxxx  ***DO NOT FAX REQUESTS TO NRPC(N3), RSTARS GAIN WILL GENERATE RECORDS REQEUST.***	
Is there a tickler system in place to track records not yet received?	
SERVICE RECORD PAGE REQUESTS  Ref: MILPERSMAN 1070-150 and PASSMAN 7-4	N/X
Has letter been sent to CHNAVPERS (Code 313D)?	
Is a copy of letter sent to request service record pages placed on left side of service record to document request?	
Is a tickler system in place to track requests and to do a follow up request if necessary?  ****A four to six week delay should be anticipated for requested pages. *****	
NEOPS TICKLER WORKSHEET  Ref: BUPERSINST 1001.39C PG 20-32	N/A
Is the current NEOPS report distributed through the REDCOM on board?	<del> </del>
Is the NEOPS report being verified upon receipt?	
Are new gains having the NRPC 1570/9 completed and sent to NRPC(N2) and part II filed in the Enlisted Service Record until receipt of an annual point sheet?	
COMMENTS:	

ACTIVITY Ref: COMNAVRESFORINST 1001.5C CH-1 (1509)	S
Are IDT pay, bonus payments or Special pay problems reported to Echelon IV for RSL input within one working day?	
Are Echelon IV commands inputting RSL into the system within 3 working days and if problems are not resolved, are the RSLs forwarded to CNRF within 3 working days?	
Are Echelon IV commands updating Echelon V commands via RSTARS mailbag on a weekly basis until problems are closed by CNRF help desk?	
Check for following filing requirements: Naval Reserve Activity will maintain hard copy RSL including feedback of unresolved (open) RSLs. File is to be reviewed by RESPAY/ADMIN Supvr on a weekly basis. Historical file will be maintain on Closed RSL for current and past two fiscal years.	
COMMENTS:	